

## Brief Guidance for Developing FY2003 Project Applications for Section 319, Water Protection Fund and/or Watershed Protection Programs

The Iowa Department of Natural Resources (DNR) and the Iowa Department of Agriculture and Land Stewardship/Division of Soil Conservation (IDALS/DSC) use a combined application process for nonpoint source pollution control projects (often called “water quality projects”) and projects addressing other natural resource concerns (such as flooding, erosion control, etc.). This application process is used to apply for funding from the Section 319 program, administered by DNR, as well as the Water Protection Fund (WPF) program and Watershed Protection Program Fund (WSPF), administered by IDALS/DSC.

### PRE-APPLICATION GUIDANCE

- Pre-applications are optional. If your SWCD chooses to submit a pre-application, DNR and DSC will review it and provide comments/suggestions back to you which should provide guidance and may be helpful in developing a full project application. Pre-applications will be reviewed based on DNR and DSC’s respective program needs and requirements.
- Pre-applications should include: a description of the problems to be addressed; proposed project activities; preliminary budget information; a tentative project schedule and identification of major project participants.
- Pre-applications should be no longer than **two pages**.
- DSC and DNR staff are available to advise you in developing (but not writing) the pre-application.
- **Pre-applications are due to DSC by March 5, 2003.** Five (5) copies are required.

### PROJECT APPLICATION GUIDANCE

- Please note project applications are reviewed, evaluated, ranked and chosen for funding on a competitive basis.
- Many projects are funded by multiple sources of funding (such as Section 319 and WPF). Please indicate if the primary problem being addressed by your project is nonpoint source pollution and water quality or is another natural resource concern (such as flooding, soil erosion, etc.).
- Each project application must use the required cover page (Attachment 2), Section 319 and WPF project applications must follow the application format (Attachment 3), and each project must follow the budget formats (Attachments 4 and 5).
- Projects applying for Section 319 funding should refer to Attachment 6, “Information About the Section 319 Grant Program”. In particular, attention should be given to the EPA Guidance for the FY2003 Section 319 funding, as this guidance impacts both the eligibility of potential projects for funding and the reporting requirements for funded projects.

- Projects applying for WSPF funding should refer to Attachment 7, “Information About the Watershed Protection Program Fund (WSPF)”.
- The project application **must not exceed 15 pages**, one-sided (including 2 page cover with Project Executive Summary) using either 10, 11 or 12 font. A limited number of budget sheets and maps may be attached as appendices and do not count toward the 15 page maximum. Other appendix materials will not be considered. The project application should identify project partners and their specific commitments to the project, however **letters of support should not be submitted**. Letters of support should be kept on file and made available if requested.
- Sixteen copies of the project application are required. Staple each of the 16 copies of the application in the top, left-hand corner only. Please do not send in separate covers or binders.
- Project applications are typically reviewed and scored by an interagency review committee. Factors considered in the review of Section 319 and WPF projects are listed in Attachment 8a and include: need for the project; how project fits into priorities identified by Iowa’s NPSMP, September 2000; comprehensive workplan; budget; potential for success; and suitability of project measures. WSPF projects will be reviewed using a slightly different set of criteria, which can also be found in Attachment 8b. Using the review committee’s comments as a guide, the administering agency (DNR for Section 319, DSC for WPF and WSPF) determines the proposed project’s applicability to program guidelines, total program budget, and agency priorities to determine if the project will receive consideration for funding.
- DSC and DNR staff are available to advise you in developing (but not writing) the project application.
- **Project applications are due to DSC by April 30, 2003.** Sixteen (16) copies are required.

#### ADDITIONAL HELPFUL REFERENCES

The following documents/organizations may be accessed via the websites listed below:

- **State Nonpoint Source Management Program** – Iowa (September 2000)  
[http://www.state.ia.us/dnr/organiza/epd/wtrq/npsource/nonpt/nps\\_0900.htm](http://www.state.ia.us/dnr/organiza/epd/wtrq/npsource/nonpt/nps_0900.htm) – identifies Iowa’s water resources, the nonpoint source impacts to our resources and the variety of programs and partners which address nonpoint source issues.
- **Iowa Water Quality Project Directory**  
<http://www.state.ia.us/dnr/organiza/epd/wtrq/npsource/wprog.htm> – provides a list of active water quality related projects on-going across the state, including local contacts and funding sources involved.
- **Water Quality Standards** – <http://www.legis.state.ia.us/Rules/2000/iac/567iac/56761/56761.pdf> – Pages 24-121 list the designated uses for all waterbodies in Iowa.

- **Iowa's Impaired Waters** – <http://www.state.ia.us/dnr/organia/epd/wtresrce/303dnotc.htm> – links to Iowa's 303(d) list of impaired waters, TMDL program, as well as other program descriptions.
- **Section 305(b) Report** - <http://www.state.ia.us/dnr/organiza/epd/wtrq/305b00/index.htm> – provides assessment results for reviewed waterbodies across the state, including waterbody classifications, identified impairments.
- **Iowa's Ambient Water Monitoring Program** - <http://wqm.igsb.uiowa.edu> – provides brief description of the state's on-going water quality monitoring efforts, as well as specific results from selected waterbodies.
- **IOWATER** – <http://www.iowater.net> – provides information on Iowa's voluntary-based water quality monitoring efforts with links to actual field data.
- **USEPA** - <http://www.epa.gov/owow/nps/Section319/319guide03.html> – provides information on the FY2003 Supplemental Guidelines for the Award of Section 319 Nonpoint Source Grants

For your assistance in developing a water quality application, an example of a previously submitted and approved application can be obtained by contacting DSC or DNR.